



Manager's Report

For Council Meeting 4/9/02

FINANCE

Listed below are the new businesses licensed during this period:

<u>Business Name</u>	<u>Address</u>	<u>Business Type</u>
Chapman's Roofing	580 Crestwood St SW	Roofing Repairs
Clipperspeed Corp	347 Lake View Way NW	Software Dev
H & P Contractors	36-2 Ft Evans Rd NE	Dry wall & Painting
Lilies of the Field Christian Preschool	302 Ayr St NW	Child Daycare
Protect & Deflect LLC	5A Ft Evans Rd NE	Wholesaler

HUMAN RESOURCES

Pursuant to Section 4-3 of the Town Charter, the following personnel actions have occurred since the last report:

<u>New Hires</u>	<u>Position</u>	<u>Department</u>
None		

<u>Resignations</u>	<u>Position</u>	<u>Department</u>
Roger Bornt	Construction Inspector	Engineering and Public Works

PLANNING AND ZONING

Current Planning Division Activity

Plans accepted for review during the period March 22, 2002 – April 5, 2002

- Potomac Station Drive/Battlefield Parkway, (Establishment Forestier) Phase 2 Dedication and Easement Plat
- Stratford Ryland Lake Facility Easement Plat
- Leesburg Plaza Office Building P/F Development Plan
- Edwards Landing, Woods Edge Drive Dedication and Easement Plat
- Beeler Subdivision Final Plat
- Tavistock Farms, Section 19, Lot 230 and Section 12, Parcel A Boundary Line Adjustment Plat
- Potomac Station Drive/Battlefield Parkway, (Potomac Station Retail) Phase 2 Dedication and Easement Plat
- Henderson Property Variation Request Sketch Plan
- McKinley Building P/F Development Plan
- Edwards Landing, Section 3 Rough Grading Plan
- Stone House @ Harper Park Restoration Plan

- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee
- Leadership Leesburg

Plans reviewed during the period March 22, 2002 – April 5, 2002

- Edwards Landing, Phase 2B Construction Drawings
- Edwards Landing, Section 4 Construction Drawings
- Edwards Landing, Section 4 Final Subdivision Plat and Deed
- Stratford Ryland Hope Parkway Construction Drawings
- Stowers Recreation Center Final Development Plan
- Stratford Ryland, Parcels A (Recreation Center) & C (LandbayD/Open Space) Easement Plat
- Potomac Station Drive/Battlefield Parkway, (Establissement Forestier) Phase 2 Dedication and Easement Plat
- Stratford Ryland Lake Facility Easement Plat
- Potomac Station Drive/Battlefield Parkway, (Potomac Station Retail) Phase 2 Dedication and Easement Plat
- Potomac Crossing, Section 10 Construction Drawings
- ECHO Entrance Road and Waterline Extension P/F Development Plan
- Leesburg Plaza Office Building P/F Development Plan
- Edwards Landing, Section 3 Rough Grading Plan
- Edwards Landing, Section 4 Rough Grading Plan
- Ida Lee Park Soccer/Lacrosse Field #3 P/F Development Plan
- Henderson Property Variation Request Sketch Plan
- Potomac Crossing, Section 10 Final Plat
- Fort Evans Center Preliminary Development Plan
- Stratford Ryland Recreation Center Final Development Plan
- 302 South King Street Garage Improvements BAR Sketch Plan
- Nextel Monopole @ Fort Evans Plaza Sketch Plan
- Georgetown Mews Construction Drawings (9 SFD residential lot subdivision)
- Georgetown Mews Final Subdivision Plat (9 SFD residential lot subdivision)
- Stratford Ryland, Landbay C (THs) Construction Drawings
- Stratford Ryland, Landbay C (THs) Final Plat
- Potomac Station Retail Parcels B-1A2 & B-1A3 and B-2A2 & B-2A3 Boundary Line Adjustment Plat
- Engineers/Surveyors Institute (ESI) Peer Review
- Planning Commission
- Traffic Task Force
- Environmental Advisory Committee
- Leadership Leesburg

Comprehensive Planning**Special Exceptions:**

SE 2001-09: Lot 11, Cardinal Industrial Park – For a vehicle display/parking lot. The Planning Commission voted 7-0, to recommend approval as recommended by staff, at the March 21, 2002 meeting. Scheduled for Town Council preview April 8th, worksession April 22nd, and public hearing April 23rd.

SE 2001-10: Lot 4, Cardinal Industrial Park – For an auto body/vehicle service shop at intersection of Cardinal Park Drive and Trailview Blvd. Public hearing before the Planning Commission held March 7, 2002. Vote was scheduled for March 21st, however, staff's request for a postponement of the vote to allow for additional time to research issues raised at public hearing was granted. Has not yet been rescheduled for vote.

SE 2001-07: Tires Plus – Leesburg Park Shopping Center, for a vehicle service facility, south of Edwards Ferry Road, across from Sheetz. The public hearing before the Planning Commission which was to be held March 21, 2002, has been postponed. The public hearing date has been rescheduled for May 16th.

SE 2001-08: Leesburg Station Auto Wash, on Catocin Square next to the Leesburg Volunteer Rescue Squad and WO&D Trail. The public hearing before the Town Council took place March 26, 2002. The Council is scheduled to vote on this application April 9th.

SE 2002-02: God's Children Learning Center, a commercial child care center for appx. 45 children, is proposed for 101 Davis Ave. This application was received by staff in early March, but has not yet been officially accepted for review due to lack in application materials. Once this information has been received, staff will officially accept this application for review, schedule meeting dates and inform the Council of them in this Manager's Report.

Rezoning:

Stratford Concept Plan and Proffer Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview has been tentatively scheduled for April 4, 2002 and the public hearing for April 18th.

Hawkins: The applicant has resubmitted information for this case. The Planning Commission public hearing is scheduled for April 18, 2002.

Stratford Proffer Amendment: Request to increase the height of the apartment buildings from 45 feet in height to 52 feet in height. The Planning Commission voted March 21st, 5-1 to recommend denial of the application. The preview before the Town Council is scheduled for April 8, 2002, the worksession – April 22nd and public hearing – April 23rd.

ZONING PERMITS ISSUED 02-310 TO 02-356**Zoning Permits Residential**

Edwards Landing – 5 SFA @ \$45,000 & 10 SFD @ \$105,000
Potomac Crossing- 3 SFD @ \$105,000
Potomac Station- 1 SFD @ \$105,000
Kincaid Forest 4 SFD @ \$100,000

Zoning Permits Commercial

117 Fort Evans Rd. NE Swimming Pool \$55,000

241 Fort Evans Rd NE Interior Renovations @ \$58,000

Occupancy Permit Residential

Kincaid Forest SFA 1 SFD 2

Potomac Station SFD –7 SFA-4

Edwards Landing SFD-10

Evergreen Meadows 1 SFD

Drymill 1 SFD

Occupancy Permit Commercial

51 Catoctin Circle NE/ NOVA Medical Group/Urgent Care

107 Catoctin Circle SE Dulles Motor Cars

Water & Sewer Administration

During this time frame 61 Public Facility Permits were sold totaling \$549,994.00 and 40 work orders for meter sets were processed.

Capital Projects Update

- Cardinal Park Sewer – Contractor has finished work on Dry Mill Road & Queen Street and has begun work on Washington Street. The Cardinal Park Drive portion is proceeding very slowly due to rock that has been encountered.
- Evergreen Mill Forcemain revised plans have been received and will be forwarded for review by town agencies by the end of the month.
- The tank study project is progressing well and a report on the number and size of tanks is expected in one or two weeks.
- Staff is preparing for the upcoming Flower and Garden Show on April 20th & 21st. The Utility Department staff will host a booth at the event and will provide handouts on water conservation and related topics. *Volunteers are needed.*

Water Supply Division

Virginia Department of Health (VDH) Annual Inspection

The VDH performed an inspection of the Water Filtration Plant on March 20, 2002. No major discrepancies were noted.

Capital Projects Update

Water Treatment Plant (WTP) Upgrade to 10 MGD

- Final completion was granted to the contractor on February 22, 2002.
- Approximately \$338,000.00 has been withheld by the town for liquidated damages.
- The contractor is performing warranty item work.
- The engineer continues to configure the automatic control system.

Water Filtration Treatment Plant Security

- Plans and specifications are currently under review by town staff.

Sludge Storage Tank Mixing Equipment

- Water Supply Division Staff continues to meet with the Engineer (CH2M Hill) to discuss design features of sludge tank mixing systems.

Utility Lines Division

Installations made during this period:

- Completed the installation of water and sewer service to the two Phillips' houses on Evergreen Mill Road.
- Installed new water and sewer connections at 142 Governor's Drive.

Training

- Conducted a Mueller Fire Hydrant training class at the town shop.

Routine items include: turn on's and off's; water meter readings; complaint investigations; rodding & cleaning sanitary sewer trouble spots; marked w/s lines for contractors & citizens; vehicle & ditch maintenance; bush hogging.

TOWN OF LEESBURG

Full-time positions being recruited as of April 5, 2002

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Reject
Econ Dev	1	Econ Dev Director	5/7/01	√	√				
	1	Admin Secretary	3/9/01	√	√	On hold			
Eng & PW	1	Sr Engineer – Plan Review	11/30/01	√	√	√			
	1	Sr Engineer – Plan Review	12/14/01	√	√	√			
	1	Construction Inspector	4/1/02	√	√	√	√		
	1	Maintenance Worker II	11/2/01	√	√	√	√	√	√
HR	1	Admin Assoc II	2/13/02	√	√				
P&Z	1	Director of P&Z	8/4/01	√	√	√	√		
Police	1	Communications Tech I	8/1/01	√	√	√	√	√	√
Wastewater	1	Maintenance Worker III	2/13/02	√	√	√	√		
<u>TOTAL</u>	10								

R.S. Noe